

MINUTES OF THE REGULAR MEETING  
OF THE WESTWOOD BOARD OF HEALTH  
HELD MARCH 9, 2011

Pres. Beckman called the Meeting to order at 7:40 P.M.

Present: Mrs. Betsy Beckman, Mrs. Donna Bott, Ms. Maria Costello, Ms. Louise Cue, Mrs. Sabrina Johnston, Dr. Theresa A. Lardaro (Alternate #2), Mr. Lee Tremble.

Excused

Absence: Mrs. Jane Concato, Mr. Dennis Farrell.

Absent: None.

Present: Sharon Blehl–Secretary, Angela Musella–Health Officer.

Excused

Absence: Ingrid Quinn–Council Liaison.

Guests: None.

President Beckman read the "Open Public Meeting Act" as follows:

In compliance with the "Open Public Meeting Act," P.L. 1975, C 231, the annual notice requirements have been satisfied. The meeting dates for the year were published in The Record on January 17, 2011. A copy of the meeting dates are on file with the Borough Clerk and a notice has been posted on the public bulletin board in the Municipal Complex.

## SALUTE TO THE FLAG

Mr. Tremble led those present in the salute to the flag.

## ACTIVITIES REPORTS

- 1) FEBRUARY:  
HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for February, 2011 which are on file and available to the public:

Administrative and Supporting Services

Animal Control

Laboratory Services

Vital Records

Monies Received

Environmental Health

Communicable Disease

Maternal and Child Health

Chronic Illness

Health Education

Nursing Supervision

Miscellaneous

A discussion followed.

Mrs. Johnston made a motion that the Activities Reports for February, 2011 be approved; seconded by Ms. Cue.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

## MINUTES

### 1) FEBRUARY 9, 2011 – REGULAR MEETING

Mr. Tremble made a motion that the Minutes of the Regular Meeting held February 9, 2011 be approved; seconded by Mrs. Johnston.

Roll Call:

Ayes: Mrs. Beckman, Ms. Cue, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes: None.

Abstained: Mrs. Bott, Ms. Costello.

Carried.

## VOUCHERS

Bills for February in the amount of \$305.00 were presented to the Board Members.

Mr. Tremble made a motion that the following be accepted for payment; seconded by

Dr. Lardaro.

Roll Call: Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Ms. Cue, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes: None.

Abstained: None.

#### FEBRUARY VOUCHERS FROM MARCH 9, 2011 MEETING

Bergen/Passaic County Registrar's Assoc.

475 Valley Road

Wayne, NJ 07470

2011 Membership Dues

\$ 30.00

Treasurer, State of New Jersey

PO Box 658

Trenton, NJ 08646

2010 – 4<sup>th</sup> Quarter Marriage Monies

275.00

Carried.

#### **NEW BUSINESS :**

##### **1) NON-EMERGENCY EMAIL REGISTRATION**

The Borough has introduced a new feature on the Borough website; “Non-Emergency Email Notifications”. Anyone interested in receiving the emails (i.e. rabies clinic, flu clinics, recalls, movie night, band night, etc.) must register through the Borough website [www.westwoodnj.gov](http://www.westwoodnj.gov) or by completing a registration form. The forms are available in each department and each Board Member was provided with a copy.

A discussion followed regarding a message Pres. Beckman received from Stop & Shop in Emerson informing her of a recent peanut butter recall. The Board suggested that Pres. Beckman send them a thank you note, explaining how much it was appreciated especially from a Board of Health perspective.

##### **2) POWER OUTAGE – NINE ESTABLISHMENTS EFFECTED**

On February 12, 2011 (Valentine's weekend) an underground transformer shorted out causing power outages to nine (9) establishments: Bibi's-284 Center Ave, Melting Pot-250 Center Ave, Lisa's Pizza-417 Broadway, Young's Sushi-429 Broadway, Mortellaro's-441 Broadway, Cold Stone Creamery-441 Broadway, Raj Convenience Store-447 Broadway, Granita Grill-467 Broadway and Its Greek To

Me-487 Broadway. Attached is a timeline which outlines the events from Saturday, February 12, 2011 through Monday February 14, 2011. Pres. Beckman explained that she was happy with the open lines of communication with all parties involved. A discussion followed

3) EMERGENCY COMMUNICATIONS TECHNOLOGY IMPROVEMENT PROPOSAL

Pres. Beckman explained that although things worked out during the February 12, 2011 power outage (explained above), it would have been very helpful if Ms. Blehl had a BlackBerry to receive and relay information. A lengthy discussion followed regarding the costs involved in upgrading to a BlackBerry and how many Borough Officials do not have them but should. Ms. Cue, who works for AT&T, explained that she could provide a BlackBerry device for Ms. Blehl and some of the other Borough Officials free of charge. Although the phone would be free, there are monthly fees associated with a BlackBerry. The Board was very grateful for Ms. Cue's generosity.

Mr. Tremble made a motion to request that the Borough provide BlackBerry's to Borough Officials who would be involved in emergency situations; seconded by Dr. Lardaro.

Roll Call:                   Ayes:           Mrs. Beckman, Mrs. Bott, Ms. Costello, Ms. Cue, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes:           None.

Abstained: None.

Carried.

## OLD BUSINESS

1) 2011 BOARD OF HEALTH BUDGET

A) OPERATING EXPENSE

Ms. Blehl attended a special Department Head Meeting on March 7, 2011. During the meeting, Administrator Hoffmann explained that to comply with State Mandates the Borough must reduce the overall budget. Each department was asked to try and reduce their Operating Expense Budgets. Pres. Beckman and Ms. Blehl met that afternoon and went over the budget, line by line. The budget was reduced by \$3,375.00. Pres. Beckman provided Administrator Hoffmann with the proposed amended Operating Expense Budget pending the Boards approval. Copy annexed.

Ms. Cue made a motion to approve the amended 2011 Board of Health Operating Expense Budget in the amount of \$115,570.08; seconded by Dr. Lardaro.

Roll Call: Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Ms. Cue, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes: None.

Abstained: None.

Carried.

B) SALARY BUDGET

After the Borough's salary recommendations have been confirmed the Board will address the 2011 Board of Health Salary Budget.

2) RAINBOW FOOD SERVICE

HISTORY: Rainbow Food Service (located at 3 South Grey Rock Avenue, Little Falls, NJ) failed to bring their food catering truck to Northwest Bergen Regional Health Commission's office in Waldwick for the Chapter 24 inspection, which was scheduled for December 28, 2010 and failed to return numerous phone calls. During the January 12, 2011 Board of Health Meeting the Board voted to issue the Vending Truck License in the amount of \$95.00, only after receiving Mayor and Council approval. They were immediately placed on a Temporary Conditional License status valid for one month from the date of issue, without the \$100.00 fee. Their Temporary License will expire March 16, 2011.

A discussion followed.

Ms. Cue made a motion to issue Rainbow Food Service, located at 3 South Grey Rock Avenue, Little Falls, NJ a Temporary Conditional License valid from March 17, 2011 – June 16, 2011 with a fee of \$100.00; seconded by Dr. Lardaro.

Roll Call: Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Ms. Cue, Mrs. Johnston, Dr. Lardaro.

Nayes: None.

Abstained: Mr. Tremble.

Carried.

EMERGENT MATTERS:

1) FINANCIAL DISCLOSURE FORMS

Pres. Beckman reminded the Board Members, who did not complete and return their Financial Disclosure Forms, to return them to the Borough Clerk's Office as soon as

possible.

2) FLOODING

Due to the recent weather and flooding situations around Westwood, Dr. Lardaro suggested that the Board of Health post information about mold and how to prevent it. A discussion followed.

ADJOURNMENT

There being no further business to come before the Board at this time, Ms. Costello made a motion that the meeting be adjourned; seconded by Mrs. Johnston.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 8:36 P.M.

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Sharon Blehl  
Secretary

The next meeting will be held Wednesday, April 13, 2011 at 7:30 P.M. in the Municipal Complex.

These Minutes were approved at a meeting of the Board of Health of the Borough of Westwood held on the 13<sup>th</sup> day of April, 2011.